



City of Roswell, NM

Human Resources Department
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APPLICATION AND EMPLOYMENT POLICY/INFORMATION

General. In order to be considered for a position with the City of Roswell, we require applicants to complete City of Roswell application and supplemental forms as required. We only accept applications for positions that are posted on our "Job Opening" board or web site. This board is located in the southwest corner of the basement at City Hall, 425 N. Richardson. Only applications with original signatures will be considered. We do not fax applications nor do we accept faxed or e-mailed applications. All applications are held in the Human Resources Department until after the closing date of the posting when they are then forwarded to the appropriate department for the selection process. *If an applicant chooses to return an application by mail, we will accept the application if it is postmarked on or before the closing date for that position.*

Job postings are listed on the City's job opening board at City Hall and on the web site at <www.roswell-nm.gov> and application and other forms can be downloaded from this site.

Hiring Policy. The City of Roswell only hires U.S. Citizens and Lawfully Authorized Alien workers. The City uses the E-Verify authorization system to determine work eligibility for new employees. The City uses the "E-Verify" employment verification system of the Department of Homeland Security.

Equal Opportunity Employment. The City of Roswell does not discriminate on the basis of race, religion, sex, national origin, age, or disability in its employment practices or in its programs, services and facilities.

Disability. The City of Roswell does not discriminate on the basis of disability in the admission or access to its programs, services, or facilities, nor does it discriminate in its employment process.

EMPLOYEE STATUS

Employee Type	Number of Scheduled Work Hours Per Week	Insurance		Retirement	
		Yes	No	Yes	No
Regular Full-Time	40	×		×	
Regular Part-Time	35-39	×		×	
Regular Part-Time	1 to 34	●	×	×	
Temporary Full-time (6 months maximum)	40		×		×
Temporary Part-Time (6 months maximum)	1 to 35		×		×

● = Optional at employees expense

BENEFITS

- ⇒ **Health Insurance.** Health Insurance is provided for regular or probationary full-time employees through the State of New Mexico with several options for insurance carriers. Employee monthly contributions vary according to the insurance carrier and type the employee chooses. Regular or probationary part-time employees have the option of health insurance at their own expense.
- ⇒ **Life Insurance.** The City of Roswell provides a life insurance policy to all regular or probationary full-time employees and dependents. The premium for this is currently at no cost to regular or probationary full-time employees. Regular or probationary part-time employees have the option of life insurance at their own expense.
- ⇒ **Vision/Dental Insurance.** The City offers optional vision and/or dental insurance at the employee's expense.
- ⇒ **Retirement.** The City of Roswell is a member of the Public Employees Retirement Association (PERA). All City employees except full-time students and temporary employees are required to be members of PERA as a condition of employment. City employees contribute a part of their salary for retirement and the City contributes a set amount. PERA deductions are made with pre-tax dollars.

Note: Retirement, medical, dental, vision and AFLAC insurance premium contributions are deducted prior to federal, state, FICA and medicare taxes.

- ⇒ **Vacation.** Vacation leave provides employees with a paid vacation each year although it may be used for other needs which require absence during working hours.
 - **Vacation Accrual.** Regular and probationary full-time employees accrue vacation leave on the last day of the month. An employee must complete one (1) full calendar month of employment after the date of hire before annual leave begins to accrue. Regular or probationary part-time employees accrual rate is based on the scheduled hours worked. The following is the accrual rate for regular and probationary full-time employees. The accrual rate increases after completion of 60 months of service.

General/Police	6.66 hours per month, 80 hours per year
Fire	10 hours per month, 120 hours per year
 - **Vacation Use.** Details concerning approval and use of vacation time are covered in the *Personnel Rules and Regulations* manual.
- ⇒ **Sick Leave.** Sick leave provides employees with paid leave for sickness, non-duty disability family and medical leave, doctor's appointments, illness of immediate family, or medical treatment or hospitalization (for reasons other than family and medical leave or duty disability).
 - **Sick Leave Accrual.** Regular or probationary full-time employees accrue sick leave on the last day of the month. An employee must complete one (1) full calendar month of employment after the date of hire before sick leave begins to accrue. Regular or probationary part-time employees accrual rate is based on the schedule hours worked. The following is the accrual rate for regular and probationary full-time employees.

General/Police	8 hours per month, 96 hours per year
Fire	16 hours per month, 192 hours per year

- *Sick Leave Use.* Details concerning approval of sick leave, use of sick leave and sick leave abuse are covered in the *Personnel Rules and Regulations* manual.

⇒ **Holidays.** The City of Roswell observes the holidays listed below. If the holiday falls on a weekend the holiday will be observed on Friday (if the holiday is on Saturday) or Monday (if the holiday is on Sunday).

<u><i>Date</i></u>	<u><i>Holiday</i></u>
⇒ January 1	New Years Day
⇒ 3 rd Monday in February	President's Day
⇒ Last Monday in May	Memorial Day
⇒ July 4	Independence Day
⇒ 1 st Monday in September	Labor Day
⇒ 4 th Thursday in November	Thanksgiving Day
⇒ Friday following Thanksgiving	Thanksgiving Holiday
⇒ December 25	Christmas Day

⇒ **Personal Leave.** Regular full-time employees who have completed a full calendar year of employment (January 1 to December 31) receive one (1) paid personal leave day or shift per calendar year which is accrued January 1 of each year. Regular part-time employees who work over 1,040 hours per calendar year of employment and have completed a full calendar year (January 1 to December 31) receive personal leave time on a prorated basis calculated on average hours worked per month which is accrued January 1 of each year.

⇒ **Longevity.** Full-time employees who complete three years of continuous service with the City will receive longevity pay effective on the pay period following the third anniversary. Longevity is \$5.00 per month for each year of service beginning with \$15.00 per month. The amount of longevity increases annually.

⇒ **Credit Union.** City employees are eligible to become members of the Otero Federal Credit Union.

⇒ **Direct Deposit.** The City participates in the direct deposit program by allowing employees to have their paychecks deposited directly into their checking and/or savings accounts.

⇒ **Paydays.** The City pays employees on a bi-weekly basis with the employee receiving pay on every other Friday, whether by direct deposit or with a paycheck.




⇒ **Deferred Compensation.** City employees may participate in the deferred compensation program as a supplement to PERA retirement. This program also offers life insurance and IRA coverage if desired.



⇒ **Flexible Spending Accounts.** Flexible spending accounts for medical and day care expenses are available. The Flexible Spending Accounts benefits can help employees reduce the amount of taxes paid. The Medical Reimbursement and the Dependent Care Accounts are administered through the State of New Mexico. A more complete brochure can be obtained from the Human Resources Insurance Clerk at the City Hall Insurance Office.

⇒ **Additional Benefits.** Additional benefits include supplemental life insurance plans, long/short term disability, long term care, supplemental AFLAC insurance plans and a pre-paid legal service plan.

CITY OF ROSWELL APPLICATION INFORMATION AND HINTS

The City of Roswell requires applicants to complete our application and supplemental forms, as required, in order to be considered for a posted opening. Some hints for completing our application are:

-  Carefully read and follow all the instructions on the application and any additional forms.
-  Print clearly in black or blue ink - do not write or print anything the reviewer cannot read. You may type the application, if desired, unless otherwise directed not to.
-  Complete all sections of the application (5 pages). Do not use "See Resume" in any section — fill it in. You may attach a resume in addition to the application to amplify the information contained in the application.

-  Include personal items such as date of birth, age, sex, disability status, race or any other personal information only on the separate CONFIDENTIAL sheet. This sheet is removed by the Human Resources Department before the application is sent to the department for screening. This sheet is kept in a confidential file separate from the application. This sheet is used to collect data for the Equal Employment Opportunity Commission reports.
-  Sign and date the application. Return the application to the Human Resources Office. If mailed, mail the application only to the address indicated on the application

Applications for some positions may require supplemental information that must be submitted with the application. For example, Lifeguard applications require a supplemental questionnaire or the Police and Fire applications require many additional forms. Any position working with children, and various other positions, will require a waiver form so that the City can do a complete background check. If such information is required, it will be noted on the job opening announcement.

**THIS IS NOT INTENDED TO BE A COMPLETE EXPLANATION
NOR IS IT TO BE CONSIDERED A CONTRACT REGARDING
SUCH EMPLOYMENT AND BENEFITS. ANY INFORMATION
CONTAINED HEREIN IS SUBJECT TO CHANGE.**